

SOMERVILLE RETIREMENT BOARD  
CITY HALL ANNEX, 50 EVERGREEN AVENUE  
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EDWARD F. BEAN, VICE-CHAIRMAN

THOMAS ROSS

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JOHN M. MEMORY

ROBERT K. MASSIE

MICHAEL PASQUARIELLO – ELECTION OFFICER

**ELECTION PROCEDURES**

THE SOMERVILLE RETIREMENT BOARD WILL FOLLOW THE ELECTION GUIDELINES AS CODIFIED IN PERAC REGULATION 840 CMR 7.00 STANDARD RULES FOR ELECTION AND THE GUIDE ISSUED BY PERAC, “HOW TO RUN AN ELECTION”.

THE ELECTION IS FOR ONE OF THE TWO ELECTED MEMBERS OF THE SOMERVILLE RETIREMENT BOARD FOR A 3 YEAR TERM OF OFFICE FROM JANUARY 4, 2016 TO JANUARY 4, 2019.

ANY MEMBER-IN-SERVICE AND INACTIVE OR, ANY PERSON RETIRED FROM THE SOMERVILLE RETIREMENT SYSTEM, IS ELIGIBLE TO VOTE IN THE ELECTION.

THIS IS AN ELECTION BY MAIL. ALL MEMBERS AND RETIRED FROM SERVICE WILL BE MAILED A BALLOT. BALLOTS WILL BE MAILED TO THE ADDRESSES CURRENTLY ON FILE AT THE SOMERVILLE RETIREMENT OFFICE. ALL BALLOTS WILL BE MAILED. UNDER NO CIRCUMSTANCES WILL BALLOTS BE HAND DELIVERED OR DISTRIBUTED BY ANY MEANS OTHER THAN BY U.S. MAIL.

THE BALLOTS WILL BE MAILED ON NOVEMBER 5, 2015. ALL CHANGES OF ADDRESS OR UPDATED ADDRESS INFORMATION MUST BE SUBMITTED TO THE RETIREMENT OFFICE BY 4:30PM ON NOVEMBER 2, 2015.

THE BALLOT MAILING ON NOVEMBER 5, 2015 WILL BE TO ALL MEMBERS IN SERVICE, INACTIVE AND ANY PERSON RETIRED FROM THE SOMERVILLE RETIREMENT SYSTEM AS OF NOVEMBER 5, 2015. THE SOMERVILLE RETIREMENT BOARD WILL MAIL BALLOTS SEPARATELY TO ANY NEW MEMBERS IN SERVICE OR NEW RETIREES DURING THE PERIOD NOVEMBER 6, 2015 TO NOVEMBER 20, 2015. NO BALLOTS WILL BE MAILED OUT AFTER 4:30 PM ON FRIDAY, NOVEMBER 20, 2015.

THE BALLOT PACKAGE CONTAINS THE BALLOT, AN INSIDE ENVELOPE FOR THE BALLOT, AND AN OUTSIDE ENVELOPE FOR MAIL-BACK PURPOSES.

THE SOMERVILLE RETIREMENT BOARD ASSUMES NO RESPONSIBILITY FOR THE EFFORTS OF THE U.S. POSTAL SERVICE.

THE BALLOT WILL DESIGNATE THE NAMES OF THE CANDIDATES, THE INCUMBENT, RETIREE STATUS (if retired), THE OFFICE WHERE THE CANDIDATE WORKS OR IN THE CASE OF A RETIREE, THE OFFICE WHERE THE RETIREE WORKED AS AN ACTIVE EMPLOYEE. THE BALLOT WILL INCLUDE “INSTRUCTIONS FOR COMPLETING BALLOT” AND REFERENCE TO THE CITY’S WEBSITE, [www.Somervillema.gov/retirement](http://www.Somervillema.gov/retirement). THE SOMERVILLE RETIREMENT BOARD WILL POST THESE ELECTION PROCEDURES, INSTRUCTIONS FOR COMPLETING THE BALLOT, A SAMPLE BALLOT, ELECTION CALENDAR, AND CANDIDATE STATEMENTS ON THE RETIREMENT PAGE ON THE CITY OF SOMERVILLE’S WEBSITE.

**THE ACTUAL VOTING PROCESS IS AS FOLLOWS:**

- A) THE VOTER MARKS AN "X" IN THE BOX PROVIDED NEXT TO THE CANDIDATE'S NAME ON THE OFFICIAL BALLOT
- B) THE VOTER PLACES THE BALLOT IN A SMALLER INSIDE ENVELOPE WITH THE HEADING " PLACE BALLOT IN THIS ENVELOPE". NO INFORMATION IDENTIFYING THE VOTER IS CONTAINED ON THE ENVELOPE.
- C) THE VOTER SEALS THE INNER ENVELOPE AND PLACES THE INNER ENVELOPE IN A LARGER ENVELOPE ADDRESSED TO THE "SOMERVILLE ELECTION DEPARTMENT". THIS ENVELOPE IS PRE-STAMPED.
- D) THE VOTER WILL SIGN HIS/HER NAME ON THE OUTER ENVELOPE AND ALSO PRINT HIS/HER NAME ON THE ENVELOPE.
- E) THE SEALED OUTSIDE ENVELOPE CONTAINING THE INSIDE BALLOT ENVELOPE IS MAILED BACK TO THE SOMERVILLE ELECTION DEPARTMENT BY THE VOTER. ALTERNATELY, THE VOTER MAY HAND DELIVER THE OUTSIDE ENVELOPE CONTAINING THE INSIDE BALLOT ENVELOPE TO THE SOMERVILLE ELECTION DEPARTMENT DURING NORMAL BUSINESS HOURS (MONDAY, TUESDAY, WEDNESDAY 8:30-4:30 PM, THURSDAY 8:30-7:30PM, FRIDAY 8:30-12:30PM). THE OUTSIDE ENVELOPE ADDRESSED TO SOMERVILLE ELECTION DEPARTMENT MUST REMAIN INTACT. THE INSIDE BALLOT ENVELOPE WILL NOT BE ACCEPTED UNLESS IT IS ENCLOSED IN THE OUTER ENVELOPE.

**BALLOTS MUST BE RECEIVED BY THE SOMERVILLE ELECTION DEPARTMENT NO LATER THAN 4:00 PM ON MONDAY, NOVEMBER 30, 2015. BALLOTS RECEIVED ANY LATER THAN THIS TIME WILL BE CONSIDERED INVALID.**

BALLOTS WILL **NOT** BE ACCEPTED AT THE SOMERVILLE RETIREMENT OFFICE. RETIREMENT STAFF HAVE BEEN ADVISED TO NOT ACCEPT BALLOTS. SHOULD ANY VOTER ATTEMPT TO DELIVER A BALLOT TO THE SOMERVILLE RETIREMENT OFFICE, THEY WILL BE ADVISED TO MAIL OR HAND DELIVER THE BALLOT TO THE SOMERVILLE ELECTION DEPARTMENT. BALLOTS MAILED TO THE SOMERVILLE RETIREMENT OFFICE WILL BE CONSIDERED INVALID.

THE ELECTION OFFICER AND DESIGNATED RETIREMENT STAFF WILL EXAMINE THE OUTER ENVELOPE TO DETERMINE IF THE NAME INDICATED ON THE SIGNATURE LINE IS THAT OF A QUALIFIED VOTER. UNDER THE PERAC RULES, AN ELECTION BY MAIL REQUIRES THE VOTER TO SIGN HIS OR HER NAME TO INDICATE THAT HE/SHE IS A QUALIFIED VOTER.

ONCE DETERMINED THAT THE VOTER IS QUALIFIED, THE OUTER ENVELOPE IS OPENED AND THE SEALED BALLOT ENVELOPE IS DEPOSITED IN THE DESIGNATED BALLOT BOX IN THE ELECTION DEPARTMENT. THE SEALED BALLOT ENVELOPE REMAINS UNOPENED UNTIL **THE BALLOTS WILL BE COUNTED ON TUESDAY, DECEMBER 1, 2015.**

BALLOTS WILL BE COUNTED BY THE SOMERVILLE ELECTION DEPARTMENT UNDER THE SUPERVISION OF THE ELECTION OFFICER. THE CANDIDATE RECEIVING THE MOST VOTES IS ELECTED.

**BALLOTS GENERALLY ARE CONSIDERED DISQUALIFIED IF:**

- A. OUTER BALLOT ENVELOPE CONTAINS NO SIGNATURE
- B. OUTER BALLOT ENVELOPE CONTAINS NO NAME
- C. BALLOTS ARE NOT ABLE TO BE VERIFIED AS BEING SUBMITTED BY A MEMBER IN SERVICE OR A RETIREE
- D. BALLOTS ARE DELIVERED TO THE WRONG LOCATION
- E. BALLOTS ARE NOT RETURNED IN THE ENVELOPES PROVIDED
- F. BALLOT IS RETURNED WITHOUT THE OUTSIDE ENVELOPE
- G. BALLOTS OF MEMBERS OR RETIREES VOTING MORE THAN ONCE
- H. BALLOTS RECEIVED AFTER THE DEADLINE
- I. BALLOTS CONTAINING IDENTIFYING DATA OF THE VOTER
- J. BALLOTS CONTAINING MORE THAN ONE "X"
- K. BALLOTS WHICH HAVE BEEN DEFACED SUCH THAT THE VOTER'S CHOICE OF CANDIDATE IS AMBIGUOUS

**ANY CANDIDATE APPEALING THE ELECTION RESULTS OR ANY ASPECT OF THE ELECTION PROCEEDINGS SHALL FILE AN APPEAL WITH THE RETIREMENT BOARD.**

**ALL BALLOTS RECEIVED BY THE RETIREMENT BOARD SHALL BE PRESERVED FOR 60 DAYS FOLLOWING THE DETERMINATION OF THE ELECTION RESULTS UNLESS A LONGER PERIOD IS SPECIFICALLY REQUIRED BY LAW. ALL BALLOTS INCLUDING ABSENTEE BALLOTS AND DISQUALIFIED BALLOTS MUST BE PRESERVED FOR THAT PERIOD OF TIME.**